

# CHADIZA TOWN COUNCIL

## Stakeholder Meeting Minutes

**Meeting Title:** Budget Consultative Meeting

**Date:** 30th October, 2025

**Time:** 10:40 hours - 13:20 hours

**Location:** John Farms

**Facilitator:** Director of Human Resource and Administration (on behalf of Council Secretary)

### Attendees:

Community Representatives:

NAME	POSITION	GENDER
Joseph Banda	WDC Chairperson	M
Tobias Banda	WDC Chairperson	M
Sostern Phiri	DMMU Chairperson	M
Zakeyo Zulu	WDC Chairperson	M
Zolinda Ngoma	WDC Chairperson	M
Telia Phiri	WDC Treasurer	F
Andrew Ngoma	Community Member	M
Kellys Zulu	Community Member	M
Joseph Banda	WDC Treasurer	M
Jabes Mweemba	Councillor, Chanjowe Ward	M
Fumbulani Daka	WDC Treasurer	M
Masulani Phiri	Councillor	M
Aliel Banda	Councillor	M
John Banda	Councillor	M
Nephialy Mwale	Community Member	M
Whyson Daka	Community Member	M
Faston Banda	Community Member	M
Makaba Phiri	Community Member	F
Sitiven Phiri	Community Member	M
Limbikani Phiri	Community Member	M
Wilad Phiri	Community Member	M
Bonny Ndlovu	ACC Chairperson	M
Henry Mwale	Community Member	M
Peter Banda	Councillor, Bwanunkha	M

	Ward	
Vainess Mbulo	Community Member	F
Elizabeth Musukwa	Treasurer	F
Bridget Phiri	Community Member	F

Officers from Chadiza Town Council:

NAME	POSITION
Ernest Kalimbanya	Director Human Resource and Administration
Martin Mulwila	Chief Accountant
Papias Chanya	Assistant Director Engineering
Arthur Mulenga	Town Planner
Christine Mumba	Socio Economic Planner
Josephine Chembe	Administrative Officer

### Agenda:

1. Opening Remarks
2. Presentation on Budget Performance from January to September, 2025
3. Presentation on Project Implementation Performance for 2025
4. Plenary Discussion
5. General Submissions from Stakeholders
6. Closing Remarks

### Introduction:

The Budget Consultative Meeting was officially called to order at exactly 10:40 hours. Prior to the commencement of further proceedings, an opening prayer was offered by Mr. Wilad Phiri.

### Meeting Notes:

#### 1. Opening Remarks

The Director of Human Resource and Administration, officiating on behalf of the Council Secretary, welcomed all stakeholders and conveyed warm greetings and appreciation from the Council Secretary, who was unable to attend due to other official commitments.

He thanked participants for their commitment and emphasized the importance of

collaboration between the Council and community representatives in fostering inclusive development and effective service delivery.

He further highlighted the purpose of the meeting, which was to provide an open platform for consultation, sharing of ideas, and identification of priority projects to be implemented under the Constituency Development Fund (CDF). He encouraged participants to contribute actively and constructively throughout the discussions.

## **2. Presentation on Budget Performance (January - September 2025)**

The Chief Accountant, on behalf of the Director of Finance, presented key revenue and expenditure trends for the financial year 2025. The presentation covered receipts and expenditure from January to September 2025, including projections up to December 2025.

Key findings:

- Out of a total annual budget of K95,126,634, the Council had collected K49,395,695.12, representing 51.93% revenue collection efficiency as at 30th September 2025
- National support budget stood at K88,451,294 of the total budget, with K42,885,618.76 disbursed as at 30th September 2025, representing 62.68% of national support
- Own source revenue totaled K6,641,590.00, with a flexed budget of K5,041,192.50 and actual collection of K4,619,439.32 as at 30th September 2025, representing 91.63%
- Budget performance comparisons: K3,182,275 in 2023, K5,177,888 in 2024, and a projected K5,887,157 by December 2025, representing 88.19% performance

## **3. Presentation on Project Implementation Performance for 2025**

The Assistant Director of Engineering presented the project implementation performance report for 2025. Key highlights included:

- Chadiza Town Council was implementing 14 community projects using the 2025 CDF allocation with an overall implementation percentage of 68.5% as at 20th October 2025
- Cash for Work Programme: 19,348 beneficiaries across 20 wards benefited from January to September 2025
- Works undertaken: road maintenance, construction, drainages, environmental control, and garbage collection
- Challenges: Poor road network making areas inaccessible to officers and contractors, especially feeder roads; payment delays for Cash for Work via mobile money (particularly Zamtel network)

## **4. Plenary Discussion**

Following the presentations, stakeholders raised several concerns and received responses from Council officers:

**Concern: Delayed cash-for-work payments for individuals who had completed their assigned tasks**

Response: The delays were due to technical challenges, mainly caused by mobile money SIM cards being registered in other people's names instead of those of the actual beneficiaries. The matter was being resolved and all verified workers would receive payments once discrepancies were corrected.

**Concern: Why the Council had not procured bicycles for WDCs despite it being in the District project plan for 2025**

Response: Due to consultations still being made with the Ministry of Local Government and Rural Development. Stakeholders were encouraged to make a resubmission for inclusion in the 2026 budget.

**5. General Submissions from Stakeholders**

Stakeholders made the following submissions for consideration in the 2026 budget:

- Provision of bicycles to Ward Development Committee (WDC) members to enhance mobility and improve community coordination (WDC Chairperson, Mr. Tobias Banda)
- Construction of Food Reserve Agency (FRA) shades in Chanjowe Ward (Councillor Jabes Mweemba, Chanjowe Ward)
- Connection of wards located near central business areas to the national electricity grid (Councillor, Chanjowe Ward)
- Construction of mothers' shelter at John Clinic (Community Member)
- Construction of crossing at Kapundi River in Manje Ward to improve accessibility to John Clinic (WDC Chairperson, Chanjowe Ward)
- Extension of community sports activities to other wards beyond the Boma area (Councillor, Chanjowe Ward)
- Construction of market in Chanjowe Ward and another in Manje Ward (Stakeholders)
- Grading and compacting of road from Bwanunkha to Chisenga (Councillor, Bwanunkha Ward)
- Connection of electricity to Tikondane Ward (WDC Chairperson)

**Decisions Made:**

All submissions and recommendations will be compiled and presented to the relevant committees for further consideration and possible inclusion in the upcoming development plans.

**Action Items:**

- Resolve mobile money registration discrepancies for cash-for-work beneficiaries - Human Resource Department - Immediate
- Compile ward submissions for 2026 budget consideration - Administrative Officer - 15th November 2025
- Finalize consultations with Ministry on WDC bicycles procurement - Council Management - 30th November 2025
- Present all recommendations to relevant committees for approval - Planning Department - 15th December 2025

**Next Steps:**

The Council will work closely with communities, line departments, and cooperating partners to ensure that development initiatives are implemented effectively and equitably across all wards. Stakeholders are encouraged to maintain continued cooperation, transparency, and community involvement in all stages of local development.

**6. Closing Remarks**

The Director of Human Resource and Administration thanked all stakeholders for their meaningful contributions and active participation in the consultative process.

He reiterated the Council's commitment to working closely with communities, line departments, and cooperating partners to ensure that development initiatives are implemented effectively and equitably across all wards.

He assured participants that all submissions and recommendations would be compiled and presented to the relevant committees for further consideration and possible inclusion in the upcoming development plans.

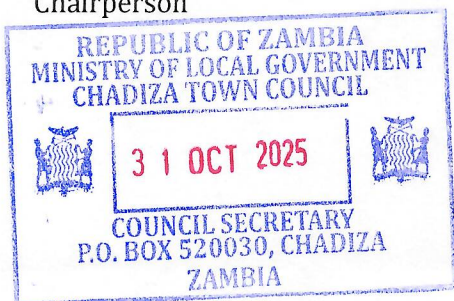
He concluded by encouraging continued cooperation, transparency, and community involvement in all stages of local development.

The meeting was declared closed at 13:20 hours and was followed by a prayer led by Mr. Tobias Banda.




Chairperson

Secretary



**Prepared by:** Josephine Chembe, Administrative Officer, Chadiza Town Council



